

OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D. C.

CIVIL AIR PATROL

GM-48

NATIONAL HEADQUARTERS
WASHINGTON, JULY 30, 1942

Subject: Courier Service

To: All Unit Commanders

1. Numerous units of the Civil Air Patrol are rendering courier service for the transportation of personnel and cargo on behalf of the armed forces, official agencies, and war production plants. It is recommended that all units of the Patrol use their initiative in finding opportunities for such service.

2. Courier service may be in the following categories:

- a. Special trips--Non-recurrent missions to fill special requests.
- b. Route service--Flying of regular routes on fixed schedules, or on a stand-by basis with trips when service is requested.
- c. Feeder service--Trips in and out of an airport on an official air traffic route, radially to outlying fields or by established route circuits surrounding the main field.
- d. Fixed-base service--Trips between a courier station and all points of pick-up or destination.
- e. Area service--Operations to carry CAP courier traffic within a given area.

3. Services other than area service are likely to operate with light loads and often with empty return trips. It is desirable that CAP courier work be pooled within each area so that planes flying with a light load from one user of the service can be filled with passengers or cargo from other users.

4. Although light planes are capable of long trips, they can be used most effectively within their non-stop cruising range. For efficiency, economy, and safety, courier planes should operate within a radius of 100 to 150 miles from their stations, so that pilots will fly over terrain with which they are familiar and will not be away from their home stations overnight. It is to be anticipated that a major percentage of CAP courier traffic will be relatively short haul.

5. For transportation over longer distances, it is recommended that consignments be relayed from one CAP courier unit to another so that each unit will stay within its own area. As courier stations develop, their areas can be fixed with relation to each other and to the logical routes for through traffic. A through shipment may be taken from one station to the next, or it may be trans-shipped at a relay point on the boundary between courier station areas. At such point, the local CAP Squadron may aid in the service. It is important to share the work as widely as possible among Patrol units.

6. The following general rules will govern all CAP courier missions:

- a. Rates will be in accordance with Operations Directive No. 16-A.
- b. All courier missions must be covered by CAP accident, crash, and liability insurance. Be sure personnel carried are adequately insured. New directives on passenger insurance will be issued.
- c. All courier trips must be under specific operations orders.
- d. No cargo or passengers may be carried except on official business for official agencies of Federal, State, or local governments; the American Red Cross; and industries engaged in war production. In the absence of such passengers, pilots will fly alone. Unauthorized passengers or cargo must not be carried.
- e. All clearance and flight rules of the CAA and the armed services, and all applicable CAP directives, must be strictly observed.
- f. Strictest safety standards must be maintained as to flight procedures and airworthiness of planes. Chances must not be taken. Either the pilot or the dispatching officer may cancel a flight on grounds of safety. Cargo must be carefully secured. Dual controls must be rendered inoperative.
- g. Competition with established commercial carriers must be strictly avoided. This is exclusively an emergency wartime service.
- h. To carry personnel, pilots must have at least 150 hours flying time, including 50 hours cross country, at least 10 hours of which shall have been flown in the past 6 months. Pilots of lesser skill may carry cargo only.
- i. All personnel engaged in courier service must be accredited members of CAP and will carry their CAP identification cards.
- j. The full and correct CAP uniform will be worn by members and the CAP insignia will be displayed on planes on courier duty.
- k. Only airplanes less than 90 h.p. will be assigned to courier missions. The heavier planes are needed for other duties.
- l. Do not render unpaid services except in extreme emergency.
- m. Carrying of firearms, if necessary for guarding of planes and cargo, will conform to applicable laws and regulations.
- n. All courier plans, designation of courier stations, and assignment of members to active duty on courier work must be fully reported to National Headquarters and will be subject to orders from National Headquarters.

7. CAP units at locations which seem logical courier points may prepare for operations by making preliminary surveys as follows:

- a. Traffic Possibilities--By interview and joint conferences with agencies and industries in the area, ascertain volume, nature, and direction of potential traffic. (Hold contacts with armed services to a minimum under coordination of Wing Headquarters so as not to take too much time of busy officers or to make duplicating or conflicting proposals. If any Army or Navy unit wants CAP service, it can ask permission through channels from the Chief of the Army Air Forces, who, if he approves, will request the National Commander of CAP to authorize the work.)
- b. Routes--Fly practice missions to survey probable traffic routes. Compile detailed information on terrain, emergency landing areas, prevailing weather conditions, and airports of destination.
- c. Stations--Select sites for courier stations and make plans for the improvement of facilities where necessary.
- d. Equipment--Survey available planes and repair facilities to be sure that airworthy equipment will be available.
- e. Personnel--Select pilots, including women, best qualified and available for service. Appoint provisional courier officers.

f. Relays---Confer with adjacent CAP units to ascertain their traffic facilities and requirements and to reach agreements as to the relaying of consignments between units.

g. Clearances---Work with traffic control officials to simplify the problem of clearances.

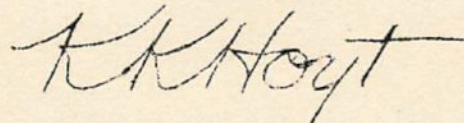
h. Expert Advice---Be sure to get the best possible advice on insurance, traffic, maintenance, and other technical matters.

8. Courier operations may begin wherever demand for service exists and sufficient funds can be found, on approval by National Headquarters. If service is for war industries, it is recommended that the companies participating underwrite the entire cost of the courier stations, pay monthly service fees, and pro-rate additional expenses at the end of each month on the basis of traffic carried for each user. In addition to the hourly rates paid for planes in flight and the per diem paid to each pilot when on duty, there will be overhead items for secretarial assistance, telephone, office supplies, and miscellaneous. The accumulation of an operating fund is recommended. Private contributions may be accepted by Wings, Groups, and Squadrons.

9. A typical courier station will be staffed by a Dispatching Officer; other officers where needed--the least number consistent with sound management; a clerical assistant, if needed; and sufficient pilots to carry the traffic. Officers will be pilots who will fly on courier missions to the extent that operating conditions permit. It is indicated that one plane should be standing by for each two planes in service. It may prove best to use active duty volunteer serving 30 days or more to get a station started. But as traffic develops, all the members in the area who are qualified to fly should be given an opportunity to serve in rotation. Caution must be exercised in assigning only the pilots of proven competence and reliability.

10. Details will be worked out as the program develops. It is important that National Headquarters be kept currently informed on all courier plans so that information can be pooled and arrangements for tie-ins between stations may be coordinated.

By direction of National Commander JOHNSON:



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